

## JOB DESCRIPTION – INSTRUCTOR, CERTIFICATE IN PARALEGAL STUDIES

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service.

UW Continuum College (UWC<sup>2</sup>) expands the reach of the University of Washington with programs like UW Professional & Continuing Education, International & English Language Programs, Summer Youth and the Osher Lifelong Learning Institute that meet the needs of learners at all phases of their lives. We are focused on removing obstacles to relevant educational opportunities by addressing geographic, financial, length of commitment, and time constraints, increasing access to education for more people. By looking ahead and innovating, we are creating new educational opportunities to help people thrive in an ever-changing world.

UWC<sup>2</sup> has an outstanding opportunity for a temporary, part-time **instructor** in the Certificate in Paralegal Studies Program. The Instructor serves in a key role in our certificate programs, engaging with students, serving as a subject matter expert, presenting learning content, and assessing whether learners have achieved course competencies. Our students consistently tell us that the instructor is the single most important element of their course. Instructors do not hold UW academic appointments.

We are expanding our instructor pool for all Program courses and are currently accepting applications on an ongoing basis. Classroom-based courses are offered in the evenings, 6-9 PM, during Fall, Winter, and Spring Quarters. All Summer Quarter classes are online (OL). A list of the twelve 10-week courses can be found below as well as on the UW PCE Website, <https://www.pce.uw.edu/certificates/paralegal-studies>.

- Introduction to Law & Legal Practice
- Professional Responsibility & Ethics
- Interviewing & Investigation Techniques
- Contract Law
- Complex Litigation (OL)
- Legal Research, Writing, & Analysis I & II
- Civil Procedure & Litigation I & II
- Law Office Procedures & Tech (Onsite/OL)
- Business Law (OL)
- Litigation Specialties (OL)

## Responsibilities

### Classroom Courses

- Create curriculum plan with clear learning outcomes and competencies.
- Prepare a course syllabus in advance of the course start date (template will be provided) and prepare materials for each lesson (some materials may be provided).
- Ability to teach all class sessions at the scheduled time, respond to student inquiries during the week, and grade assignments. Expectations during the course comprise a minimum of 3

hours of weekly instruction and approximately 5 hours of weekly lesson preparation, student interaction, and grading outside of class time.

- Respond to student inquiries and provide feedback on student work in a timely manner.
- Coordinate with other instructors in the certificate program, to ensure curriculum continuity.
- Adapt instructional techniques based on feedback, and implement sound pedagogical practices.
- A willingness to teach with minimal supervision while maintaining high standards of professionalism, punctuality, and content relevance for diverse adult students.
- Participate in at least one 60-minute information session during the recruiting season and up to two instructor meetings per year.
- Participate in 1-2 instructor meetings throughout the year.
- Complete an online instructor onboarding course and relevant learning technology training.

## Online Courses

- Teach to a set curriculum plan with clear learning outcomes and competencies. Ensure that online learning modules and presentations are relevant and current.
- Establish a visible presence in the online course by guiding and facilitating instruction, student learning, and student interaction.
- Provide a welcome message to new students on or before the first day of the course.
- Respond to student inquiries during the week, and grade assignments. Expectations during the course comprise a minimum of 1-2 hours of online office hours per week and approximately 8-10 hours per week of preparation, student interaction, and grading outside of office hours.
- Provide feedback on student work and questions in a timely manner (1-2 days for general questions, 2-7 days for assignments/exams/projects).
- Monitor student engagement with the online course materials and with peers, including regular participation in and monitoring of online discussion forums.
- Coordinate with other instructors in the certificate program, to ensure curriculum continuity.
- Provide instructional content and feedback with minimal supervision while maintaining high standards of professionalism, punctuality, and content relevance for diverse adult students.
- Participate in at least one 60-minute information session during the recruiting season and up to two instructor meetings per year.
- Participate in weekly check-ins with co-instructors and/or instructional assistants for the duration of the course.
- Complete an online instructor onboarding course and relevant learning technology training.

## Requirements

- J.D. degree, or paralegal degree or certificate from an ABA-approved program.
- Experience working in a law office or legal department with paralegals, or as a paralegal.
- Excellent technology skills and a familiarity with the Internet and communicating online.
- Willingness to align with a set curriculum plan (online courses).
- Excellent interpersonal, oral, and written communication skills.
- Ability to interact with individuals from diverse cultural and socioeconomic backgrounds.
- Legal authorization to work and receive compensation in the United States.

## Desired

- Active member of the Washington State Bar Association with at least five years of experience practicing as an attorney, or active member of the Washington State Paralegal Association with at least 10 years of experience as a paralegal.
- Prior teaching or mentoring experience, particularly with adult learners at a community college or university.
- Experience working with learning management systems (LMS).

## Compensation

\$5,500 -- \$7,000 per course, depending on experience.

## Apply to Teach

Interested applicants should send a resume or LinkedIn profile and a letter of interest describing relevant experience, including preferred course(s), to the Program Manager, Kurt Sahl, [sahlk@uw.edu](mailto:sahlk@uw.edu).



The University of Washington is a leader in [environmental stewardship & sustainability](#), and committed to becoming climate neutral.

[The University of Washington is an equal opportunity, affirmative action employer.](#) To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or [dso@uw.edu](mailto:dso@uw.edu).